



Emergency Readiness Assurance Subcommittee (ERASC) Charter

Established: 08-2009
Revised: 11-20-2016

Mission and Purpose	<p>The mission of the EMI SIG ERASC is to leverage the experiences, expertise, and insight of members to ensure that services and products are aligned with the mission and goals of the Department of Energy/National Nuclear Security Administration (DOE/NNSA).</p> <p>The purpose of the ERASC is to provide a forum to ensure appropriate coordination, collaboration, and information sharing and to facilitate continued development and improvement of the readiness assurance program to include: assessments, exercises, performance indicators, continuous improvement, lessons learned, and Emergency Readiness Assurance Plan, by sharing information and best practices.</p>
2016-2017 Objectives	<p>The ERASC will:</p> <ul style="list-style-type: none">• Promote standards and best practices through informational and educational activities.• Serve as a DOE/NNSA focal point for readiness assurance issues.• Support the Emergency Management topical committee with recommendations related to readiness assurance policy and direction.• Promote DOE/NNSA-wide readiness assurance best practices.• Implement user-suggested improvements to Exercise Builder.• Provide regularly scheduled information-sharing video and/or phone conferencing.
Membership	<p>The ERASC is open to all Departmental Elements and its Contractors with interest or responsibility for managing, overseeing, or implementing readiness assurance requirements in DOE/NNSA organizations.</p>
Communications	<p>The ERASC will provide opportunities for members to communicate through videoconference and/or teleconference, EMI SIG Website, ERASC SharePoint Site, listserv, social media, and the EMI SIG Annual Meeting.</p>

<p>Leadership Team</p>	<p>The Subcommittee Leadership Team will consist of:</p> <ul style="list-style-type: none"> • Chair and Co-Chair • DOE Advisor(s) • Steering Committee Advisor • Project Enhancement Corporation (PEC) Coordinator <p>The Chair and Co-Chair must represent a DOE/NNSA prime contractor. The Chair will serve in his/her position for a term determined by the ERASC membership. In usual circumstances, the Chair and Co-Chair assume their positions after the Annual Meeting. Elections can be held electronically and at the Annual Meeting.</p> <p>Advisors to the Subcommittee or Working Group come from the DOE Office of Plans and Policy (NA-41) and the EMI SIG Steering Committee.</p> <p>The PEC Coordinator will provide coordination and support to the Subcommittee Leadership Team, Subcommittee members, and Working Groups. PEC Coordinators are appointed by the EMI SIG Manager.</p>
<p>Meetings</p>	<p>The ERASC will normally meet remotely, on a quarterly and/or as needed basis and meet once a year at the EMI SIG Annual Meeting. Scheduled conference calls will include a meeting agenda and follow-on meeting highlights.</p>
<p>Working Groups</p>	<p>Working Groups will be established to address specific issues and/or to develop products as identified and approved through the EMI SIG work-flow process. A Working Group Leader is appointed by ERASC Leadership Team. The Working Group should consist of a cross-section of representatives from the DOE complex. The PEC Coordinator is a standing member of all Working Groups. Working Groups will meet according to predetermined dates and times as requested by the Working Group Leader and scheduled through the ERASC PEC Coordinator.</p>